

DEPARTMENT OF CORRECTION  
JOB OPPORTUNITY  
CORRECTIONAL HEALTH SERVICES MANAGER  
HEALTH SERVICES

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public  
**Location:** Central Office, 24 Wolcott Hill Road, Wethersfield, CT  
**Job Posting No:** 00112953  
**Hours:** Monday – Friday 8:00 – 5:00  
**Salary:** \$77,172 - \$105,224 (annually)  
**Closing Date:** February 8, 2016

This position will be responsible for monitoring the 145 million dollar contract for the agency with Correctional Managed Healthcare out of UCONN. Responsibilities will include ensuring that the Healthcare Vendor is adhering to the requirements of the contract in regards to appropriate staffing through development of a staffing matrix and identifying staffing minimums for appropriate care; developing standards of care metrics; assessing compliance, and fiscal management of the contract. Incumbent will manage program guarantees and associated funding.

**Eligibility Requirement:** Considerable knowledge of behavioral health or medical/nursing principles, policies and procedures; considerable knowledge of relevant agency policies and procedures; considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of causes, treatment, prevention and management of behavioral health or medical/nursing issues; considerable knowledge of research methods and statistical analysis; knowledge of and ability to apply management principles and techniques; ability to understand principles of evidenced based practices; considerable interpersonal skills; considerable oral and written communication skills.

**Knowledge, Skills and Abilities:** (from the Class Specification)

**General Experience:** Eight (8) years of professional experience in a behavioral health, medical or nursing discipline.

**Special Experience:**

Two (2) years of the General Experience must have been at the full professional working level in a behavioral health, medical or nursing discipline.

Note: For state employees the Special Experience will be interpreted at or above the level of Clinical Social Worker, Head Nurse, Head Nurse (Correctional Facility) or Forensic Head Nurse.

**Substitution Allowed:**

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in counseling, public health, nursing, health care administration, social work, psychology or a closely related field may be substituted for one (1) additional year of the General Experience.
3. A doctoral degree in social work, nursing, psychology or a closely related field may be substituted for one (1) additional year of the General Experience.

**Special Requirement:**

Incumbents in this class must possess and retain a license as a Registered Professional Nurse, a Clinical Social Worker or Psychologist in Connecticut.

Note: Non-Examined refers to Section 5-219 of the Connecticut General Statutes which permits appointment of candidates to competitive positions without formal examination when a professional license, professional degree, accreditation or certificate is a mandatory requirement for appointment to a class.

**Preferred Experience:** Ideal candidate will have previous experience as follows:

- **Monitoring contract compliance for correctional health care services contract**
- **Utilizing correctional electronic health care services record for reporting**
- **Utilization of electronic health care record comprehensively to effectively monitor contract compliance for electronic health care services contracts**
- **Management of the medical grievance process involving inmate patients**
- **Operations of correctional health care service providers**

- **Comprehensive experience with components of Microsoft Office – especially Excel, PowerPoint, Access and Word.**
- **Data analysis and presentations with Excel and PowerPoint**
- **Write request for proposal for correctional health care services**

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a detailed cover letter, a resume, an Application for Employment (CT-HR 12) which is available at [http://das.state.ct.us/HR/Forms/CT-HR-12\\_Application.pdf](http://das.state.ct.us/HR/Forms/CT-HR-12_Application.pdf) and a State of Connecticut Addendum-Criminal Conviction (Form CT-HR-13) which is available at [http://das.ct.gov/HR/Forms/CT-HR-12A\\_Addendum.pdf](http://das.ct.gov/HR/Forms/CT-HR-12A_Addendum.pdf) to:

**Kathy Callahan, HR Specialist  
Department of Correction  
24 Wolcott Hill Road  
Wethersfield, CT 06109**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.